PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)
FY 2018 Global Undergraduate Exchange Program (UGRAD)
ECA-ECAAE-18-006
Office of Academic Exchange Programs

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Academic Exchange Programs for the FY 2018 Global Undergraduate Exchange Program (Global UGRAD). Proposals must conform to the NOFO, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the NOFO, the NOFO is to be the dominant reference.

I.STATEMENT OF WORK

Pending the availability of FY 2018 funds, the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State anticipates issuing a Cooperative Agreement to administer the FY 2018 Global Undergraduate Exchange Program (Global UGRAD). The FY 2018 Global UGRAD Program will support the administration of approximately 245 awards to visiting undergraduate students to study in the United States. The Cooperative Agreement should begin on November 1, 2017 and run through October 31, 2019.

The recipient organization will work closely with Public Affairs Sections (PAS) of U.S. embassies, bi-national Fulbright commissions, and the ECA program office to ensure that program content meets the needs of participants as well as State Department and Bureau goals and objectives. ECA reserves the right to add or remove participating countries and regions depending on State Department priorities and the availability of funds.

Under the terms of the FY 2018 Cooperative Agreement, the recipient organization will be responsible for administering scholarships for one semester of non-degree undergraduate study for visiting students at accredited four-year institutions of higher education in the United States during academic year 2018-2019. Recruitment and selection of applicants for the 2018-2019 academic year, as well as the coordination of TOEFL testing and a review of eligibility for students nominated to participate in the academic year 2018-2019 program, will have been the responsibility of the organization implementing the FY 2017 Cooperative Agreement. The recipient of the FY 2018 Cooperative Agreement should be prepared to work with the organization implementing the FY 2017 Cooperative Agreement.

Administrative responsibilities for the program taking place in academic year 2018-2019 also include, but are not limited to:

- the electronic receipt of application materials and TOEFL scores for students nominated to participate in the academic year 2018-2019 program from ECA and the recipient involved in the management of the FY 2017 Global UGRAD Program;
- the recruitment and selection of appropriate host institutions throughout the United States;
- the placement of participants at host institutions;
- the development and oversight of in-person or virtual pre-departure orientation workshops, and virtual arrival orientation workshops;
- the management of participant travel arrangements;
- the administration of pre-academic English language programming;
- monitoring and support of program participants;
- the oversight and planning of community service and professional development activities;
- the management of program finances;
- the evaluation of all program components;
- the development and implementation in-person workshops; and
- the registering of alumni with ECA's International Exchange Alumni website.

Administrative responsibilities in support of the program taking place in academic year 2019-2020 include, but are not limited to:

- the development of promotional and application materials, and the provision of these materials to Public Affairs Sections of U.S. embassies and Fulbright commissions;
- the development and technical management of an online application system;
- the coordination of TOEFL testing, provision of TOEFL vouchers, and receipt of TOEFL scores for students nominated to participate in the academic year 2019-2020 program; and
- the review of all nominations for program eligibility.

Further information on these administrative responsibilities is provided below.

Public Affairs Sections of U.S. embassies and Fulbright commissions will be responsible for the recruitment and nomination of student participants.

The academic component of the FY 2018 program is expected to take place over the course of one semester during academic year 2018-2019, preceded by pre-academic English language training for those students who require it. Students will be required to immediately return to their home countries at the conclusion of their academic program.

ECA anticipates including the following regions and numbers of participants in FY 2018 and FY 2019 (see also "Selection"). ECA reserves the right to add or remove participating countries and regions depending on State Department priorities and the availability of funds.

East Asia and the Pacific	55
Europe and Eurasia	45
Near East	42
South and Central Asia	42
Sub-Saharan Africa	11
Western Hemisphere	50
Total	245

Approximately 25 percent of all students will participate in pre-academic English language training. Students participating in pre-academic English language training will continue with the academic program when they have completed their English language training program.

In a cooperative agreement, the Office of Academic Exchange Programs (ECA/A/E/MR) is substantially involved in program activities above and beyond routine monitoring. ECA/A/E/MR activities and responsibilities for this program are as follows:

- Participating in the design and direction of program activities;
- Approving key personnel;
- Approving and providing input for all program agendas and timelines;
- Providing guidance in execution of all project components;
- Monitoring the target goal for number of participants;
- Providing guidance on content and speakers for workshops;
- Providing direction on SEVIS-related issues;
- Providing guidance concerning participant emergencies;
- Coordinating with Public Affairs Sections of the U.S. embassies and country desk officers at the State Department;
- Performing an annual performance evaluation/review.

II. PROGRAM SPECIFIC GUIDELINES

CANDIDATE ELIGIBILITY

The Global UGRAD program is a merit-based exchange program that emphasizes the inclusion of students from non-elite and underserved populations, including racial, ethnic, and religious minorities and students with disabilities. Participants represent the diversity of their home countries. Preference will be given to those without significant U.S. or other overseas experience.

Within that context, selection will be based on the students' academic and personal achievements, English language skills, and leadership potential. Applicants must be enrolled as first-, second- or third-year full-time undergraduate students in good academic standing at the time of application at a registered academic institution in one of the participating countries.

Third-year students must be enrolled in a five-year program at their home university or institution and must provide proof of full-time enrollment status and academic year. Part-time students are not eligible.

Students will be recruited and nominated by Public Affairs Sections of U.S. embassies. Students must submit complete applications with all required documents by the application deadline. Participants in the FY 2018 program must be able to begin the exchange program in the summer of 2018 (if identified for pre-academic English language training), fall 2018 (for the fall semester academic program or fall semester of pre-academic English language training), or early 2019 (for the spring semester academic program). In addition, each student participant must be able to receive a U.S. J-1 visa and be committed to returning to his or her home country.

Please note that individuals in the following circumstances are NOT eligible for the Global UGRAD Program:

- U.S. citizens and permanent residents of the United States.
- Individuals currently participating in academic, training or research programs in the United States.
- Individuals currently residing or working outside the participating countries.
- Individuals who have participated in an Exchange Visitor program sponsored or funded by the U.S. government (e.g. the Bureau of Educational and Cultural Affairs, Public Affairs Sections of U.S. Embassy, U.S. Agency for International Development, or other U.S. government agency) for a period of more than six weeks and who have not fulfilled their two-year home residency requirement by the time of application.
- Individuals who have applied for U.S. permanent residency in the past three years.
- Employees and their families of non-profit organizations who administer the Global UGRAD Program on behalf of the U.S. Department of State. This provision does not disqualify self-supporting members of families who live apart from their parents.
- Local employees of the U.S. missions abroad who work for the U.S. Department of State or the U.S. Agency for International Development are ineligible for grants during the period of their employment and for one year following the termination of employment.
- Immediate families (i.e. spouses and dependent children) of U.S. Department of State employees and/or U.S. Agency for International Development for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents.

SUPPORT FOR OVERSEAS ACTIVITY

The recipient organization will support the administration of the overseas activities of the Global UGRAD Program. Such support will include, but is not limited to, the provision of promotional and recruitment materials to ECA, Fulbright commissions, and Public Affairs Sections of U.S. embassies; the development and technical management of an online application system; the development of pre-departure materials with close collaboration from Public Affairs Sections for the implementation of in-person or virtual pre-departure orientation workshops; and the management of international travel arrangements. Promotional materials may include printed

brochures, posters, electronic communication, and the use of social media platforms. ECA will review these documents before publication or distribution to Public Affairs Sections. The recipient organization should also maintain a program website with up-to-date program information, applications, and program and alumni highlights and pictures for access by international audiences.

PUBLIC AFFAIRS SECTION AND FULBRIGHT COMMISSION INVOLVEMENT

Recruitment and nomination of candidates for the Global UGRAD Program are the responsibility of the Public Affairs Sections of U.S. embassies and Fulbright commissions. The recipient organization will maintain ongoing communication with Public Affairs Sections and Fulbright commissions and coordinate operations during all phases of the program with the PAS Public Affairs Officer or designate. The Proposal Narrative should address the organization's plans for maintaining a close working relationship with Public Affairs Sections and Fulbright commissions throughout the entire program cycle.

PARTICIPANT RECRUITMENT

The Bureau's goal is to achieve a distribution of participants who represent the diversity of the population of each country, with exact numbers of scholarships per country provided after the award of the agreement by ECA. Recruitment will include areas beyond capital cities as much as possible. Applicant organizations should describe their plans to support recruitment by Public Affairs Sections and Fulbright commissions.

SELECTION

The recipient organization will be responsible for revising application forms as needed and maintaining an online application system for use by the Public Affairs Sections, Fulbright commissions, and ECA. Applicant organizations should demonstrate an ongoing ability to house an online system. In addition, applicant organizations should demonstrate an ability to provide ongoing technical support for an online system and offer webinars to Public Affairs Sections and Fulbright Commission staff to provide assistance in navigating and using the system.

ECA, in conjunction with Public Affairs Sections and Fulbright commissions, will be responsible for final selection of all student applicants. The program will place students in nearly all areas of study. Participants are expected to achieve a minimum TOEFL score of 500 (or the likelihood of achieving that score after pre-academic English language training), and meet other requirements of the colleges and universities where placement is being sought.

U.S. HOST INSTITUTION SELECTION AND PARTICIPANT PLACEMENT

In collaboration with ECA, the recipient organization will be expected to recruit U.S. host institutions and will serve as the main point of contact for the host institution competition. The recipient organization will be encouraged to place students at a wide variety of U.S. private and public institutions, including minority-serving institutions. Host institutions should represent the

greatest degree of geographic diversity possible. Approximately three to five students should be placed at a single institution. Host institutions must be able to accommodate students with living arrangements in on-campus housing.

The Narrative should describe how the U.S. host institution competition will be conducted, including what measures will be taken to select appropriate high caliber institutions and secure tuition waivers and/or other cost sharing. A special effort should be made to recruit and include minority-serving institutions.

The Global UGRAD Program is a cooperative effort of the Bureau, U.S. embassies, Fulbright commissions, the recipient organization, and the host institutions. The recipient organization is expected to continue to strive for the greatest possible cost share of tuition and other resources. The recipient organization should be able to demonstrate a significant cost share.

PRE-DEPARTURE ORIENTATION

Applicant organizations should describe support for substantive in-person or virtual pre-departure orientation workshops. Pre-departure orientation programs should cover topics such as the terms and conditions of the scholarship, including a clear articulation of J-1 visa requirements and the two-year home residency requirement; detailed information about health benefits, diversity, gender equality, cross-cultural communication, and sexual harassment issues; and, to the extent possible, information regarding the host institutions. A session should also focus on what to bring to the United States (clothing, linens, and other personal items). Pre-departure locations and dates should be coordinated with Public Affairs Sections and Fulbright commissions soon after student nominations are submitted.

ENGLISH LANGUAGE TRAINING

English language training programs are offered to students who need to elevate their English language skills and knowledge to a level necessary to successfully complete the Global UGRAD Program. English language training enables the Global UGRAD Program to recruit a diverse group of students, especially from areas where advanced training may not be available. Students requiring additional language study may continue with English language support during their academic program. Applicant organizations should explain plans for recommending English language training, including plans for placing students in ESL training appropriate to the students' level. The Narrative should identify possible host institutions for English language training. Applicant organizations should plan on providing English language training for approximately 60 students. Ideally, English language training should take place on the same campus that will host the student for the student's academic program.

U.S. ORIENTATIONS

Applicant organizations should include in the Narrative provisions for virtual orientation activities in the United States for all participants. Virtual orientation activities should take place shortly after the students' arrival in the U.S. to best prepare them for their program in the United

States. The Narrative should include tentative dates and topics for virtual orientation activities. Applicant organizations should also describe plans for students to participate in on-campus orientation activities to better acclimate the students to their host campuses.

To ensure that students are well prepared for their exchange experience on U.S. campuses and aware of U.S. laws and cultural norms, the recipient organization should implement a sexual- and gender-based assault education program. This program may be implemented virtually, through an online program, or may be conducted as an in-person workshop, and should be required of all program participants. The program should supplement pre-departure orientation materials in which the organization covers issues of gender and sexuality in the United States, including cultural norms, laws and regulations, and gender-based harassment and violence.

MONITORING

The proposal should describe how applicant organizations will monitor and measure students' academic and personal progress during their exchange program in the United States. Applicant organizations should delineate a set of academic and behavioral standards for the program and define potential consequences for students who do not meet these standards.

COMMUNITY SERVICE

In order to involve the students in their local communities while they are in the United States, students will be required to take part in community service activities. Global UGRAD students should participate in 20 hours of community service with local nonprofit organizations. Students may not receive salaries, stipends, or wages for their volunteer service. The community service component must be mentioned in program advertisements and application materials.

PROFESSIONAL DEVELOPMENT ACTIVITIES

In order to foster students' professional development, Global UGRAD students will be required to participate in professional development activities during the academic semester program. These activities will be designed by the recipient organization to provide students with professional skills to support students as they work toward their career goals. Topics may include, but are not limited to, resume-writing, interview and presentation skills, and networking techniques. Professional development opportunities must be mentioned in Global UGRAD program advertisements and application materials.

PROGRAM WORKSHOPS

The recipient organization may conduct more than one in-person program workshop per semester for students participating in the academic program; however, students may attend only one program workshop. The Narrative should include tentative dates and locations for the workshops. The workshop themes may differ, but each workshop should provide students with an in-depth understanding of American institutions, society and culture, and should focus on leadership development and professional skills building. Workshop topics should help the

students prepare for their return to their home countries. The agenda for each workshop must be approved by ECA before implementation.

PROGRAM ALUMNI

ECA maintains a database of program alumni, and the recipient organization will be required to provide regular data submissions via electronic data transfer to the Bureau database that are compatible with and meet ECA database standards. The Narrative should demonstrate a willingness to work closely and collaboratively with ECA's Office of Alumni Affairs, including registering program alumni with the International Exchange Alumni website, and sharing Global UGRAD newsletters and information on the alumni.state.gov website.

PROGRAM MANAGEMENT

Applicant organizations should propose qualified professional staff, able to efficiently carry out all aspects of the Global UGRAD program. Applicant organizations must demonstrate responsible fiscal management and full compliance with all reporting requirements concerning the FY 2018 Global UGRAD program. The recipient organization will be expected to maintain procedures and manuals for all components of the program to ensure that all staff operate the Global UGRAD Program according to an established protocol.

PROGRAM MONITORING AND EVALUATION

Detailed guidance concerning program monitoring and evaluation is provided in the NOFO.

VISA AND TAX REQUIREMENTS

Applicant organizations should describe plans for complying with all J visa regulations including serving as Alternate Responsible Officer for the issuance of DS-2019 forms via the Student and Exchange Visitor Information System (SEVIS). All UGRAD program participants must be sponsored under Exchange Visitor Program No. G-1-0332 on a J-1 visa and comply with J-1 visa regulations. Please note that some UGRAD Program policy requirements may be in addition to the requirements for compliance with J-1 visa regulations. In addition, administration of the fellowships must comply with reporting and withholding regulations for federal, state, and local taxes as applicable. Applicant organizations must also present a plan for assisting participants to comply with Federal income tax regulations and for calculating appropriate amounts that must be withheld from students' grants in accordance with the Tax Reform Act of 1986.

EXTENSIONS AND TRANSFERS

Extensions of sponsorship or transfers from Exchange Visitor Program No. G-1-0332 will not be allowed. The intent of this program is to provide participants with one semester of non-degree undergraduate study; approximately 25 percent of all program participants will also participate in English language training. Students must return immediately to their home countries upon

completion of their academic program to complete their undergraduate degrees and fulfill their two-year home residency requirement.

PROPOSAL CONTENTS

Applicant organizations should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:
- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items under the section headings in the GrantSolutions' Application Control Checklist. All documents should be appropriately and clearly titled.

Online Forms
- SF-424, "Application for Federal Assistance"
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, "Assurances – Non-Construction Programs"
- Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

Program Narrative
Executive Summary (One page)
In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
   a. Number and description of participants

      b. Wider audience benefiting from program (overall impact)
      c. Geographic diversity of program, both U.S. and overseas
      d. Fields covered
      e. Anticipated results (short and long-term)

Narrative
    In twenty double-spaced, single-sided pages, provide a detailed
    description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, academic
   component, cultural program, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

Additional Information to be Submitted
- Detailed Budget (See below for allowable costs)
- Timeline calendar of activities
- Resumes and CVs (resumes of all new staff should be included in the submission; no
  resume should exceed two pages.)

As with other exchange programs, ECA is committed to the containment of costs consistent
with overall program objectives and sound management. The proposed budget should be
separated into the following categories: program, participant, and administrative expenses.

All students must be enrolled in the ECA-funded health benefits program, Accident
and Sickness Policy for Exchanges (ASPE) or other equivalent health benefits plan.
Funding for ASPE or other health benefits plan coverage will be provided separately
from the Global UGRAD budget of the Cooperative Agreement. The award recipient
may include an additional line item to purchase supplemental insurance for those
students attending a U.S. college or university that has mandated its own insurance
for students or that does not accept the ECA's coverage. This health insurance should
act as their primary policy with ASPE or other health benefits plan acting as
secondary coverage.

ASPE provides for limited accident and sickness coverage, medical evacuation and
repatriation of remains for all students during the duration of the exchange program.
ECA will provide the cooperating agency with the software/web-based applications,
ID cards, brochures, instructions and forms necessary to manage the health benefits
program enrollment for the students. The recipient will assist in presenting claims to
the benefits administrator and consult with ECA on grantee health issues that may
affect successful completion of individual programs. The recipient must utilize a
system that assigns a unique ID number to each participant for the purposes of health
benefits program enrollment. This unique ID number must further include a specific

number (assigned to each cooperating organization) that identifies the student participants particular to that organization.

Applicant organizations must clarify health benefit coverage, procedures, and benefits as needed for the FY2018 Global UGRAD participants.

Cooperative Agreement-funded items of expenditure may include, but are not limited to, the items listed below. The program budget narrative should cite areas in which economies of scale beyond the ECA's allowable costs can be achieved and document the proposed cost sharing in the most concrete way possible. Administrative and program costs must be kept as reasonable and low as possible.

PROGRAM EXPENSES

- Online application system and program website development;
- Recruitment and advertising material costs for the academic year 2019-2020 student cohort;
- Cost of standardized test fees, including TOEFL, academic year 2019-2020 student cohort;
- Round-trip travel from participants' home cities to international points of departure;
- Round-trip international travel (via American carrier and in accordance with Fly America regulations);
- Round-trip domestic travel from U.S. ports of entry to host institutions;
- Return-travel stipend;
- English Language Training costs including, but not limited to, room and board, instructional fees, and use of facilities;
- Orientations;
- Professional development activities;
- Workshops costs, including but not limited to room and board, instructional fees, additional staff costs, use of facilities, field trips, special events, guest lectures, etc.;
- Monthly stipend (please develop an average based on monthly maintenance rates);
- Cultural allowance;
- Incidental expenses;
- Supplemental health and accident insurance, as appropriate;
- Reasonable accommodation for students with disabilities;
- School break maintenance costs, including maintenance for any time period between pre-academic English language sessions and academic programs;
- Educational materials, which includes a book allowance per semester;
- Per diem for in-person workshops and cultural enrichment;
- Tax preparation services and withholding for taxes, if necessary.

<u>DOMESTIC ADMINISTRATION COSTS</u>

- Staff salaries and fringe benefits (each staff member and his/her position must be listed separately, including the percentage of his/her total time spent on this program and duties performed on *behalf* of the program. Proposed salaries and time on task must be certified as true and accurate representations of actual costs and percentage of time. Resumes must be included for all new staff.);
- Staff travel and per diem;
- Communication costs (fax, telephone, postage, equipment, etc.);
- Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
- OMB Guidance 2 CFR Parts 200 Subpart F- Single Audit Requirements and 600 fees if not included in the indirect cost pool;
- Other direct costs;
- Indirect costs (per OMB Guidance 2 CFR Parts 200 and 600).

The above cost allocations are subject to the availability of FY 2018 funds. The Bureau reserves the right to modify any of the above cost allocations to achieve program efficiency and cost savings.

<u>COST SHARING</u>

Direct and/or third party cost sharing is encouraged. Cost sharing may be in the form of allowable direct or indirect costs. The award recipient must maintain written records to support all allowable costs, which are claimed as being their contribution to cost sharing, as well as costs to be paid by the Federal Government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Guidance 2 CFR Parts 200 and 600. Cost sharing and matching should be described in proposals. In the event applicant organizations do not provide the minimum amount of cost sharing as stipulated in its budget, the Bureau's contribution will be reduced in proportion to the grantee organization's contribution.

Please note: All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant

activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

APPLICATION SUBMISSION
The NOFO indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program, please contact my designee, Program Officer Karene Grad Steiner, at (202) 632-3237, Office of Academic Exchange Programs ECA/A/E/MR; email: GradKE@state.gov.